

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

20 August 1968

To: All Training Officers of the Agency

SENIOR MANAGEMENT SEMINAR (PLANNING) FY 1969

DATES 20 - 25 October 1968
13 - 18 April 1969

(These Seminars are in Session from Sunday afternoon to Friday afternoon)

25X1A LOCATION

OBJECTIVES

To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

FOR

Senior line and staff officers who have a need for better understanding of planning methods and processes.

Grade level: GS-15 through GS-18

(Not for persons assigned full-time PPB duties, although they are not excluded from attending.)

DESCRIPTION

A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation on the Agency's overall PPB system. This course features active

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

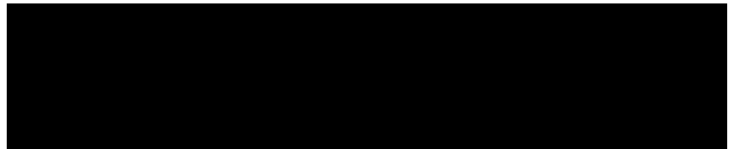
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SECRET

learning through precourse work, team problem-solving, and case study. Formal lectures are kept to a minimum.

For maximum effectiveness each seminar requires substantial representation from each of the major components.

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PRECOURSE
WORK

Approximately 15 hours. Material to be sent out on or about Wednesday, 25 September 1968 and 19 March 1969.

REGISTRATION

Limited to 45 for each Seminar.

Closes Monday, 23 September 1968 and 17 March 1969. No substitutions to be made after these dates because of pre-course work requirements.

TRAVEL ORDERS AND COST Responsibility of participating office.

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ADDITIONAL
INFORMATION

On course content, call ex
On registration, extension

